



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

24 MAR 1998

CELD-T (55)

**MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE
COMMANDS, LABORATORIES AND FIELD
OPERATING ACTIVITIES, ATTN: DIRECTORS/
CHIEFS, LOGISTICS MANAGEMENT OFFICES**

SUBJECT: Lodging Success Program

1. References:

a. Electronic message, CDRUSACFSC ALEXANDRIA VA//CFSC-AL// R 111149Z
MAR 98, SUBJ: LODGING SUCCESS PROGRAM (LSP) (enclosure 1).

b. Memorandum, CELD-T, 27 February 1998, subject: Changes in Travel
Entitlements - Update (enclosure 2).

2. This memorandum announces an expansion of the LSP, as outlined in reference 1a.
As a reminder, the LSP is mandatory for all active duty and civilian personnel. Lodging
establishments under contract with the LSP are considered Government Quarters.
Changes are as follows:

a. The LSP has expanded geographical boundaries which now include Atlanta, GA,
and serves Forts McPherson and Gillem, HQ FORSCOM, AND HQ USARC.

b. Group coordinators booking space for conferences, seminars, meetings, training
classes, etc., are required to contact the Army Central Reservation Center (ACRC) prior
to booking room blocks for their event in order to determine space availability and cost
savings. Unavailable group requirements will be issued a single nonavailability control
number to the coordinator. This control number must be annotated on the official travel
order, in remarks, for the purpose of proper reimbursement.

c. Additional zip codes servicing Oahu, HI, are 96801, 96802, 96803, 96804, 96805,
96807, 96808, 96809, 96810, 96811, 96812, 96857, and 96858.

3. Hotels under the LSP contracts must provide scheduled round trip shuttle transportation
between the closest major airport contract hotel and respective TDY destinations. The rates
provided in reference 1a include all applicable taxes.

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4. To ensure travelers are fully aware of the LSP requirement, the following remarks must be contained in all travel orders:

- a. The city and zip code location of the TDY point (block 11 of DD 1610). For blanket travel, this will be reflected in DD 1351-2, Travel Voucher, block 15.
- b. "Government quarters are available and Government mess is not available" (block 18 of DD 1610).
- c. "Travel to the NCR, HI, San Antonio, TX, and Atlanta, GA require you to call 1-800-GO-ARMY-1 for billeting/hotel reservations" (block 18 of the DD 1610).

5. This information affects all travelers; widest dissemination is required. Questions may be addressed to Ms. Evie Wlodarczyk, 202-761-1621, or Ms. Pearl Carr-Notice, 202-761-0679.

FOR THE COMMANDER:

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as


GARY L. ANDERSON
Director of Logistics

NONAVAILABILITY CONTROL NUMBERS.

J. SAN ANTONIO, HOLIDAY INN SELECT, 77 NORTH LOOP (410) ADJACENT TO THE NORTH STAR MALL, AND HOLIDAY INN MARKET SQUARE, 318 WEST DURANGO, AT \$62.00 EACH. POSTAL ZIP CODES WILL NOT BE A REQUIREMENT FOR TRAVEL TO SAN ANTONIO TDY DESTINATIONS AS DEFINED WITHIN THE PERIMETERS OF MUNICIPAL TRAFFIC LOOP 410. THE TWO LSP HOTELS ARE CENTRALLY LOCATED TO FORT SAM HOUSTON AND METROPOLITAN AREA.

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K. ATLANTA, GEORGIA, HOLIDAY INN AT HARTSFIELD INTERNATIONAL AIRPORT, 1380 VIRGINIA AVENUE, ATLANTA, GA 30344, AT \$67.00 AND CROWN PLAZA HOTEL, 1325 VIRGINIA AVENUE, ATLANTA, GA 30344, AT \$73.00. POSTAL ZIP CODES WILL NOT BE A REQUIREMENT FOR TRAVEL TO THE ATLANTA AREA AS DESCRIBED IN PARA 4 ABOVE. THE TWO LSP HOTELS ARE CENTRALLY LOCATED TO FORTS MCPHERSON AND GILLEM.

7. LSP CONTRACT HOTEL PROPERTIES ARE CONSIDERED GOVERNMENT QUARTERS AND A NA CONTROL NUMBER MUST BE OBTAINED IF SPACE IS UNAVAILABLE. ACRC WILL ISSUE NA CONTROL NUMBERS (IAW AR 210-50). THE NA CONTROL NUMBER SHOULD BE ANNOTATED ON TRAVEL VOUCHERS (DD 1610 BLOCK 16 REMARKS) AS FOLLOWS: NA CONTROL NUMBER 000000 ISSUED BY ARMY LODGING ON 00/00/00. AUTHORIZING OFFICIAL, FINANCE AND ACCOUNTING, MAY CONTACT ACRC FOR VERIFICATION OF NA.

8. TO ENSURE THAT TRAVELERS ARE FULLY AWARE OF THE LSP REQUIREMENT, DD FORM 1610 BLOCK 11 (REMARKS) MUST REFLECT BOTH THE LOCATION OF THE TDY POINT AND THE ZIP CODE IF APPLICABLE. BLOCK 16 (REMARKS) REQUIRE A STATEMENT THAT SAYS, GOVERNMENT QUARTERS ARE AVAILABLE AND GOVERNMENT MESS IS NOT AVAILABLE. ADDITIONALLY A STATEMENT DIRECTING TRAVELERS TO THE NCR, HAWAII, SAN ANTONIO AND ATLANTA TO CALL 1-800-GO-ARMY-1 FOR BILLETING/HOTEL RESERVATIONS SHOULD APPEAR.

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9. TO PRECLUDE PREPARING A SEPARATE DD FORM 1610 FOR TRAVEL TO LSP AREAS, TRAVELERS ON BLANKET ORDERS WILL PLACE THE ZIP CODE OF TDY LOCATION ON THE DD FORM 1351-2 BLOCK 15 (PLACE) WHEN TRAVELING TO LSP AREAS.

10. TRAVELERS ARE REMINDED THAT CANCELLATION OF LODGING RESERVATIONS

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IS THEIR PERSONAL RESPONSIBILITY AND MUST BE ACCOMPLISHED DIRECTLY WITH THE APPROPRIATE CONTRACT HOTEL. FAILURE TO CANCEL RESERVATIONS WHICH ARE NOT UTILIZED MAY RESULT IN AUTOMATIC CHARGES FOR THE FIRST NIGHT STAY, WHICH IS STANDARD PRACTICE IN THE COMMERCIAL HOTEL INDUSTRY. CONTRACT HOTELS WILL PROVIDE CANCELLATION NUMBERS AS VERIFICATION. IT IS THE TRAVELER'S RESPONSIBILITY TO RETAIN THE CANCELLATION NUMBER AS A SOURCE OF REFERENCE.

11. THE LSP OBJECTIVE IS TO PROVIDE ECONOMICAL LODGING WITH QUALITY HOSPITALITY SERVICE FOR ARMY TRAVELERS. SUGGESTIONS MAY BE FORWARDED TO: ACRC, ATTN: CUSTOMER SERVICE, 3205 HERCULES ROAD, REDSTONE ARSENAL, AL 35898.

12. POINTS OF CONTACT FOR LSP, MR. DONALD NEVINS, COMMERCIAL (703) 681-5372, DSN 761-5372, OR MS. ANGELA MORROW, ACRC, COMMERCIAL (256) 313-2795, DSN 897-2795.

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27 February 1998

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,
FIELD OPERATING ACTIVITIES AND LABORATORIES
ATTN: Directors/Chiefs, Logistics Management Offices

SUBJECT: Changes in Travel Entitlements - Update

1. References:

- a. Joint Federal Travel Regulation, Volume 1 (military personnel)
- b. Joint Travel Regulation, Volume 2 (civilian personnel).
- c. Electronic msg, CDRUSACFSC Alexandria VA//CFS-HD// DTG R 281214Z May 97, subj: Lodging Success Program; retransmitted by CELD-T, e-mail, 8/4/97 1:27 pm, same subj.
- d. Electronic msg CDRPERSCOM Alexandria VA//TAPC-PLO-TC// DTG O181229Z Jul 97, subj: Use of Air Mobility Command Scheduled Passenger Airlift; retransmitted by CELD-T, e-mail 9/2/97 11:48 am, subj: Category B Travel.
- e. DoD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel, 2 March 1997.
- f. ER 55-1-2, Transportation and Travel, Travel Management, 1 May 1993.

2. This memorandum consolidates changes to entitlements identified by the references that have occurred since the last publication of reference 1f. Although these changes have been previously announced, we are taking this action to ensure all USACE activities are aware of this information.

Ref 1f is under revision and will reflect these changes.

3. Receipt requirement. Effective 1 November 1995, the requirement to retain receipts for expenses incurred while performing official travel was increased to \$75.00 (except lodging). Claims for lodging expenses continue to require a receipt regardless of the amount (Ref a, JFTR, para U2515-B2, and U3110-B; ref 1b, JTR, para C2102-E, C2252, C4700, and C13008-E2C).

4. Actual Expense Allowance (AEA). Effective 26 March 1997, authority for approval of 150 percent of the daily maximum per diem rate was delegated to Travel Approving Officials. Effective 1 May 1997, authority for approval of 300 percent of the daily maximum per diem rate was delegated to General Officers/SES for their own travel and the travel of their personnel. Full justification for all AEAs is required and must be

contained with the travel documents for audit purposes (Ref 1a, JFTR, para U4215; JTR, para C4603).

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5. 12 Hour Rule. Per diem allowance shall not be allowed when the period of official travel is 12 hours or less. Other conditions and restrictions do apply, as provided in the appropriate regulation (Ref 1a, JFTR, para U4102-H; 1b, JTR, para C4552-G).

6. Lodging Success Program (LSP). Participation in this program is a requirement for all civilian and military personnel. Designated lodging facilities under contract with the Department of the Army offer rates below the allowable per diem. These establishments are considered Government quarters, therefore all pertinent policy governing their use are applicable. Due to the tremendous cost savings of this program, HQDA will continue to expand its contracts to other travel destinations. Non-availability numbers released by the LSP must be stated in the appropriate travel documentation to receive reimbursement of applicable lodging charges (Ref 1c)

7. International Airlift Requirement. Effective 18 July 1997, Category B travel offered by the Air Force Air Mobility Command must be the first consideration for all OCONUS PCS and TDY travel of military and civilian personnel. Justification for non-use must be contained in the travel documentation for audit purposes (Ref 1d).

8. Travel on Military Aircraft. **Requests for use of military aircraft by DoD Senior Officials (GO/SES) must be forwarded to this office for approval by the Chief of Staff.** Requests for other DoD officials traveling on military aircraft may be approved by their Travel Approving Officials (Ref 1e).

9. OCONUS and Foreign Travel. Theater/Country/Special Area Clearances continue to be a requirement for personnel traveling into these areas. Passports/Visas are required for entry into foreign countries (Ref 1f, para 3-12 and 6-1). Additional requirements for civil funded foreign travel are contained in CECW-I memorandum, 25 September 1997, subj: Civil Works Foreign Travel Authorizations for Fiscal Year 1998.

10. This guidance affects all personnel. You must ensure its widest dissemination. Questions should be addressed to your local Transportation Officer. For additional guidance you may contact Ms. Evie Wlodarczyk, 202-761-1621 or Ms. Pearl Carr-Notice, 202-761-0679, of my staff.

FOR THE COMMANDER:

/S/

GARY L. ANDERSON
Director of Logistics